

Request for Proposal
West Valley City Parks and Recreation
Cardiovascular Exercise Equipment at the Family Fitness
Center

I. Summary

West Valley City Parks and Recreation is seeking proposals to replace thirteen (13) pieces of cardiovascular exercise equipment at the West Valley City Family Fitness Center. The City wishes to trade in the equipment to be replaced for credit toward this purchase.

Responders to this request for proposals are to review the criteria described in this request and submit a proposal that matches those criteria as closely as possible. All responders must follow the requirements listed herein, have a valid business license, submit proof of insurance if required, and provide a warranty covering workmanship and equipment. Failure to follow any requirement of this request may result in rejection of a proposal.

Any questions should be directed to Chad George at (801) 955-4021. Copies of this proposal are available at the Family Fitness Center or by contacting Mr. George.

II. Submission Requirements

Proposals must be returned no later than **10:00 A.M., local prevailing time**, as conclusively established by the clock in the City Recorder's Office, on **Tuesday, February 11, 2014**, to the West Valley City Recorder's Office, Room 140, 3600 S. Constitution Blvd., West Valley City, Utah 84119. Proposals will reflect the best and most current information and offer.

All proposals must be submitted in sealed envelopes that are clearly marked with the bid description "Cardiovascular Exercise Equipment at the Family Fitness Center", company name and authorized representative, and a return address on the outside. **Responders must submit two copies of their proposal. All proposals must be signed by an authorized representative of the responder. The signature on the proposal signifies the responder's intent to comply with the terms, specifications, and conditions set forth in this request, unless specific exceptions are explicitly noted on the face of the proposal.**

West Valley City reserves the right to reject any or all proposals, to waive any informality or technicality in the City's sole discretion, or to accept any proposal deemed to be in the best interests of the City.

III. Intent of Request for Proposal

The intent of this Request for Proposal is to generally set forth the minimum acceptable requirements for the proposals to be submitted herein. It is the intent of West Valley City to choose a proposal based on compliance with the terms of this request. West Valley City may choose all, part, or none of the proposals. The successful responder shall enter into a contract with the City.

IV. Description of Services and/or Products Required

All proposals must include the removal of the machines being replaced, as well as the delivery, placement, and installation of the new machines. All proposals must indicate how much trade-in credit will be given for the existing machines. Proposals must include a timeframe for delivery of the new machines, as well as all applicable warranty information. Proposals may include an extension of manufacturer part warranties in lieu of labor warranties. A proposal may include just one group of machines, but must include the full number of those machines sought in this proposal (for example, a proposal may include four elliptical machines and no other kind of machine, but must include all four elliptical machines).

The proposal must include all products described in this section. All machines must be of Heavy Duty or Commercial Grade. All proposals are to explain how the proposal provides each of these products. Please be clear and concise in explaining how your proposal meets these requirements.

A. Four (4) Elliptical Cross Trainers

- All elliptical machines should have self-generated power.
- All elliptical machines must be CSAFE compatible.
- All elliptical machines must be able to be used going forward and backward.
- All elliptical machines must measure contact and polar heart rate.
- All elliptical machines must have an enclosed mechanism to avoid pinch points.
- All elliptical machines must offer magnetic resistance.
- Elliptical machines with personal fans are preferred.
- Elliptical machines made in the United States are preferred.

B. Six (6) Treadmills

- All treadmills must provide at least a 15% incline.
- Treadmills with a decline capability are preferred.
- All treadmills must measure contact and polar heart rate.
- All treadmills must be CSAFE compatible.
- All treadmills must have a minimum of a four horsepower, 110 volt alternating current motor.
- Treadmills with personal fans are preferred.
- Treadmills made in the United States are preferred.

C. One (1) Recumbent Bicycle

- The recumbent bicycle must have self-generated power.
- The recumbent bicycle must have a step-through design.
- The recumbent bicycle must be CSAFE compatible.
- The recumbent bicycle must measure contact and polar heart rate.

- Recumbent bicycles with personal fans are preferred.
- Recumbent bicycles made in the United States are preferred.

D. Two (2) Upright Bicycles

- All upright bicycles must have self-generated power.
- All upright bicycles must have a step-through design.
- All upright bicycles must be CSAFE compatible.
- All upright bicycles must measure contact and polar heart rate.
- Upright bicycles with personal fans are preferred.
- Upright bicycles made in the United States are preferred.

V. Criteria for Proposal Evaluation

Only proposals submitted by responsible responders as defined by the City Code will be considered. Proposals will be evaluated according to the following criteria. Proposals will be scored in each area, with the score given the weight indicated below.

- Provision of services and products required above (60%)
- Price (including trade-in credit) (30%)
- Time for delivery of products (10%)

VI. Other Important Information

The City reserves the right to, in its sole discretion, reject any and all responses to this Request for Proposals. The City reserves the right to, in its sole discretion, waive any requirement set forth in this Request for Proposals. The City reserves the right to, in its sole discretion, cancel this Request for Proposals. The City reserves the right to, in its sole discretion, negotiate with responders prior to final award.

Response to this Request for Proposals is at the responder's sole risk and expense. The City anticipates selecting one of the responders, but there is no guarantee that any responding proposal will be selected.

It is the City's policy to encourage equal opportunity in the award of contracts. The City endeavors to do business with responders that share the City's commitment to equal opportunity, and will not do business with anybody who discriminates on the basis of race, religion, color, ancestry, age, gender, sexual orientation, disability, medical condition, or place of birth. The City appreciates in advance the efforts that responders will make and looks forward to participating with responders in the selection process.

All responses to this Request for Proposals are subject to the Governmental Records Access Management Act ("GRAMA").